FLORIDA MEMORIAL UNIVERSITY

GRADUATE CATALOG

2011 - 2013

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Birthplace of "Lift Every Voice and Sing"

Catalog Number 5

Florida Memorial University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097) Telephone number 404-679-4500 to award bachelor's and master's degrees. The University is also chartered by the State of Florida.

STATEMENT OF DISCLOSURE

The information contained in this catalog represents the current requirements, regulations, programs, fees and other charges of Florida Memorial University. Regulations and requirements stated herein, including fees and other charges, are subject to change without notice at the discretion of the Board of Trustees and the President of the University. The University further reserves the right to require a student to withdraw at any time as well as the right to impose probation on any student whose conduct is unsatisfactory. Admission based on false statements or documents will be voided. Credit will not be granted for classes taken under these circumstances. In addition, tuition or fees paid will not be refunded if a student is dismissed or suspended from the University for cause. Any balances owed the University are considered receivable and will be collected.

Florida Memorial University maintains a system of records which includes application forms, letters of recommendation, admission test scores and student transcripts. Records are made available upon written request through the Office of the Registrar. Direct access and disclosure to a third party are prohibited by law. Access is given only upon written consent by the student or if required in legal matters. Disclosure of student records to parents is not prohibited if the student is listed as a dependent on the federal income tax form of the parent. A person does not have the right of access to educational records until he or she has been admitted and has actually begun attending Florida Memorial University.

Parents of dependent students will be provided a hearing by Florida Memorial University if they wish to challenge the contents of the record. If still not satisfied, the parents of dependent students may add explanatory or rebuttal materials to the record.

Florida Memorial University practices a policy of nondiscrimination in employment and admission. It is a policy of the University to provide equal opportunity to all persons without regard to race, religion, color, national origin, citizenship, age, sex, marital status, disabilities, labor organization membership, political affiliation, height, weight, and record of arrest without conviction.

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INSTITUTIONAL STATEMENT OF PURPOSE

STATEMENT OF PURPOSE

Florida Memorial University serves a culturally diverse student population through programs in liberal and professional education. These programs are designed to prepare students to function in a highly competitive, technological and global society. Challenging educational opportunities are offered in a variety of instructional formats to traditional and non-traditional students. Internships and experiential learning programs are incorporated in an energetic learner-centered environment. Academic programs are supported by library services, information technology, academic advising, testing, developmental education, career development, counseling, intramurals, intercollegiate sports, student activities, and other support services.

Florida Memorial University is dedicated to academic excellence, to the pursuit of knowledge and truth, to the free exchange of ideas, and to the transmission and preservation of African-American history and heritage. The University recognizes that education contributes to the quality of life and expects that students will leave its community of scholars and traditions prepared to participate fully in a global society.

MISSION STATEMENT

Florida Memorial University endeavors to instill in students the importance of becoming global citizens through life-long learning, leadership, character, and service which will enhance their lives and the lives of others.

ACCREDITATION

Florida Memorial University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097: Telephone number 404-679- 4501) to award bachelor's and master's degrees. The University is also chartered by the State of Florida.

ACBSP ACCREDITATION

School of Business Administration

Florida Memorial University, through its School of Business, is accredited by The Accreditation Council for Business Schools and Programs (ACBSP) to offer the following business degrees:

- The Bachelor of Science in Accounting
- The Bachelor of Science in Business Administration
- The Bachelor of Science in Finance
- The Bachelor of Science in Marketing
- The Masters of Business Administration

Florida Department of Education Approved Programs

School of Education

Florida Memorial University, through its School of Education, offers state approved programs in accordance with guidelines established by the Florida Department of Education. This approval process determines whether programs within the School of Education meet demanding standards for the preparation of teachers and other professional school personnel. All initial certification programs at the graduate level have state approval.

MEMBERSHIPS AND AFFILIATIONS

American Association of Collegiate Registrars and Admissions Officers (AACRAO)
American Association for Higher Education
American Council on Education American Library Association (ALA)
Association of College and Research Libraries (ACRL)
Association of Collegiate Business Schools and Programs (ACBSP)
Association of Fundraising Professionals
Black Caucus of the American Library Association (BCALA)
Council for Higher Education Accreditation Council of Independent Colleges
Florida Association for Students Financial Aid Administrators
Florida Association of Colleges and Universities
Florida Association of Colleges for Teacher Education Florida
Cooperative Education and Placement Association
Florida Independent College Fund
Greater Miami Chamber of Commerce
Independent Colleges and Universities of Florida
Miami-Dade Chamber of Commerce
National Association for Students Financial Aid Administrators
National Association of College Deans, Registrars, and Admission Officers
National Athletic Intercollegiate Association
National Council of Educational Opportunity Associations
National Intramural/Recreation Sports Association
National Society of Fundraising Executives
Public Relations Society of America
Southeast Florida Library Information Network (SEFLIN)
Southeastern Association of Colleges and Employers
Southeastern Library Network (SOLINET)
Southeastern Testing Association
Southern Association for Students Financial Aid Administrators
Southern Association of College Student Affairs
Southern Association of Educational Opportunity Personnel Program
Southern Regional Honors Council
Sun Coast Conference
The College Fund/UNCF United Way

CAMPUS FACILITIES AND RESOURCES

The campus, surrounding a quiet lake, is situated on a spacious 50- acre site in Miami Gardens just north of the Opa-Locka Airport. The Palmetto Expressway (SR 826) is close by, offering easy access to I-95, I-75, and the Florida Turnpike. The campus complex is comprised of a cluster of modern air-conditioned buildings. Each building is less than a three-minute walk from the farthest point on campus.

ANDREW ANDERSON AND DONALD BACON SERVICE CENTER
This one-story complex houses the offices of purchasing, facilities management and administrative services and the Duplication Center.

SARAH A. BLOCKER HALL
This two-story building houses the faculty and staff of the Freshman Studies Department, faculty of the School of Arts and Sciences, classrooms, and the offices of various support services. There are multiple laboratories: The Mathematics Resource Center, the Academic Skills Laboratory and the Writing Center. The Center for Advisement and Retention and the Testing Center are also located in the facility.

CENTRAL ENERGY PLANT
This facility houses the general maintenance department and a 3,300 sq. ft. air conditioning system of the university.

NATHAN W. COLLIER LIBRARY
The Nathan W. Collier Library is located at the center of the Florida Memorial University campus. The library is an attractive two level structure, with approximately 25,000 square feet of floor space with a reading room on each level, a Group Study Room and two Information Commons housing over 40 computer terminals. The seating capacity is over 500. The library collection is composed of over 127,000 print volumes, over 50,000 e-books, over 50 web-based Full-Text Databases, which provide access to thousands of scholarly journals and newspapers, and approximately 450 subscriptions to print journals in support of the academic programs. The library utilizes the Millennium Integrated Library System for library operations. The Nathan W. Collier Library is an associate member of the Southeast Florida Library Information Network (SEFLIN). Through the SEFLIN consortium, students, faculty members and staff share book borrowing privileges with member institutions.

Susie C. Holley Religious Center

The Susie C. Holley Religious Center houses a chapel with seating for 600. The building also includes classroom space for religion and philosophy, and the offices of the Campus Minister and other religion and philosophy faculty.

James Weldon and Rosamond Johnson Fine Arts Building

This facility houses the Department of Humanities, classrooms, practice rooms for piano, organ, and other instruments, rehearsal rooms for band and choir, an art studio, an amphitheater for open-air concerts, and offices for faculty.

William Lehman Aviation Center

This facility, named in honor of the late Congressman William Lehman, is a three-story, state-of-the-art complex. It contains modern spacious classrooms and laboratories, simulation trainers for the School of Aviation, a board join room, 200-seat auditorium with satellite downlink, electronic classroom, Offices of the Provost, Interim Director for Information Management and Technology, Director of Grants and Sponsored Research, Director of Institutional Research, and School of Aviation and Business, Departments of Computer Sciences and Mathematics , faculty offices, and an aviation education resource center.

Royal W. Puryear Administration Building

This facility houses the office of the President and the boardroom, the offices of the Vice-President for Business and Fiscal Affairs, the Vice- President for Institutional Advancement, and the central telephone switchboard.

Florida International University/Florida Memorial University Cooperative Joint Use Facility

This facility houses the schools of Arts and Sciences and Education, including deans and faculty offices, the Office of Graduate Programs, as well as state-of-the-art technology-enhanced classrooms, laboratories, a 200 seat auditorium, and two conference rooms.

M. Athalie Range Science Hall

This two-story building is the home of the School of Health and Natural Sciences. Laboratories for the biology, chemistry, and physics programs are major features of this building. Space is also provided for an electronic classroom, as well as faculty offices, with adjoining laboratories to accommodate research and scientific experiments.

A. Chester Robinson Athletic Center

The University gymnasium has a floor space of 1080 square feet for basketball, volleyball, indoor tennis, and other indoor sports. Adjoining the gymnasium is an L-shaped, 80 X 53 X 77-foot swimming pool for instruction and recreation.

RESIDENCE HALLS

J. T. Brown – Used primarily by Freshmen males, this residence hall contains individual rooms, recreation and study lounges, laundry room, storage room, and space for the residence hall director.

A. B. Coleman, Sr. – Upper-class male students are assigned to Coleman Hall; this resident hall contains individual rooms, recreation and study lounges, laundry room, storage room, and space for the residence hall director.

Ray Goode – Used primarily to accommodate first-year female students, Goode Hall contains individual rooms, recreation and study lounges, laundry room, storage room, and space for the residence hall director.

Willie C. Robinson – Used to accommodate upper-class female students, this residence hall contains individual rooms, recreation and study lounges, laundry room, storage room, and space for the residence hall director.

Two Male Residence Halls (Building #1 and Building #3) are scheduled to open in August 2011; these residence halls for males will contain suite-style rooms (private and semi-private) with bathrooms and kitchenettes, recreation and game rooms , fitness rooms, media rooms, multifunction reception rooms, study rooms, computer rooms, student lounges, laundry rooms, and rooms for vending machines.

Two Female Residence Halls (Building #2 and Building #4) are scheduled to open in August 2011; these residence halls for females will contain suite-style rooms (private and semi-private) with bathrooms and kitchenettes, recreation and game rooms , fitness rooms, media rooms, multifunction reception rooms, study rooms, computer rooms, student lounges, laundry rooms, and rooms for vending machines. In addition, Building # 2, will also have a smart classroom.

J. C. Sams Activity Center

The J.C. Sams Activity Center is situated by the campus lake. It contains the bookstore, counseling center, the university mailing center, school publication, game and entertainment rooms, the Sub Shop, meeting and conference rooms, space for social and cultural activities and an adjoining lakeside patio.

Albert E. and Sadie B. Smith Dining Hall and Conference Center

The Albert E. and Sadie B. Smith Dining Hall and Conference Center opened in August, 2002. The Conference Center and Banquet Hall can accommodate 400 people or be divided into

three areas of 133 people each. The Dining Hall can seat 560 people and has two serving areas.

Student Services Building

This one-story complex houses the offices of the Vice President for Student Affairs, Enrollment Management, Admissions, Financial Aid, Residential Life, Student Support Services, the University Registrar, Career Development, Student Accounts, and the Office of the Bursar.

Off-Campus Sites

Florida Memorial University services the citizens of Broward County with our off-campus site. Students may select general education and many upper-level courses.

KEY UNIVERSITY PROGRAMS AND SERVICES

Alumni Affairs

The Office of Alumni Affairs is responsible for developing programs designed to increase the number of active alumni. The office works to coordinate events that keep alumni abreast of institutional progress and goals and that increase alumni contribution through various fund-raising events.

The Office of Alumni Affairs, in collaboration with the Florida Memorial University Alumni Association, organizes chapters and provides technical assistance when necessary. It enlists alumni in recruiting students. Newsworthy information is disseminated through the university newsletter and other bulletins.

Student Support Services

Student Support Services helps students meet the day-to-day expectations of University life by providing non-academic activities and assistance. The counseling services begin when a student registers as a freshman or new graduate student at the University. In addition to continuing advisement, counseling occurs at three levels: academic, vocational, and personal.

Counseling is an integral part of the guidance program. One form of counseling is academic advisement. Faculty advisors assist each student in designing a program of study commensurate with the student's needs, interests, and abilities. Special counseling is also available upon request to help the individual resolve typical concerns involving choice of vocation and major, study habits, and personal and social adjustment. Students, at their

request, may be referred to outside agencies.

Health Services

A health services program covering the treatment of minor illnesses is provided for full-time students. These services are housed in the Student Health Clinic and are maintained on an outpatient basis.

Counseling Center

The Counseling Center provides comprehensive mental health services to students, faculty, and staff. These include outpatient individual and group psychotherapy as well as informative workshops on various clinical topics. The Center has a referral relationship with a psychiatrist for inpatient and psychotropic medication services when necessary. In addition, the Center provides 24-hour on call crisis intervention services as well as a variety of helpful programs such as Alcohol 101 (substance abuse); the Evaluation, Referral and Tracking program (retention); and the Partnering for Success Program (referral and feedback). The Counseling Center's services are provided by a licensed psychologist and other professionally qualified staff. All records and sessions of the Counseling Center are confidential.

Academic Computing

The Department of Academic Computing is responsible for the support of student and faculty computing.

ADMISSIONS

The Business MBA Committee, composed of faculty in the School of Business make decisions related to admission standards and admission exceptions. The Dean of the School of Business is an ex-officio member of the admissions committee.

SCHOOL OF BUSINESS

To be fully admitted into the Florida Memorial University's MBA program, candidates must:

Full Admission

1. Complete the Graduate Application for Admission.
2. Have an earned baccalaureate or graduate degree from a college or university accredited by the appropriate regional accrediting agency.
3. Submit official transcripts from all colleges or universities attended, via postal mail (an official transcript bears the institution's seal and an official signature).
4. Submit three completed Recommendation Evaluation Forms.
5. Candidates will be required to meet The Accreditation Council for Business Schools and Programs (ACBSP) Common Professional Component (CPC) undergraduate business requirements or related equivalence.
6. Have Graduate Management Admission Test (GMAT) score plus undergraduate GPA multiplied by 200 (GMAT score + Undergraduate GPA x 200) greater than or equal to 900, or a composite score of 950 based on the same formula using the student's last four (4) semesters undergraduate GPA (GPA no less than 2.5). For example, if the prospective student's last four (4) semesters undergraduate GPA is 2.8 and they score 400 on the GMAT then he/she would have a composite score of 960. See the following calculation, (2.8 x 200 + 400 = 960).

Conditional Admission

1. Complete the Graduate Application for Admission.
2. Have an earned baccalaureate or graduate degree from a college or university accredited by the appropriate regional accrediting agency.
3. Submit official transcripts from all colleges or universities attended, via postal mail (an official transcript bears the institution's seal and an official signature).
4. Submit three completed Recommendation Evaluation Forms.
5. Candidates will be required to meet The Accreditation Council for Business Schools and Programs (ACBSP) Common Professional Component (CPC) undergraduate business requirements or related equivalence.
6. Have a minimum undergraduate GPA 2.5 and must take the GMAT exam before the end of the first semester enrolled in the MBA program and score high enough to get a total MBA admission score of 900 (GMAT plus Undergraduate GPA x 200). Applicants that are classified as "Conditionally Admitted" may earn no more than (12) hours of graduate credit. Full admission requires the students' GMAT scores to be on file in the MBA office.

* International students who have completed degrees at colleges or universities outside of the United States must have transcripts evaluated by an approved transcript evaluation service. Passing the TOEFL examination may be required for students whose first language is not English.

SCHOOL OF EDUCATION

Admission decisions are made by the Graduate Admissions Committee, which is composed of faculty from the School of Education. The Dean of the School of Education is an ex-officio member of the admissions committee.

Full Admission

To be fully admitted to the Florida Memorial University Graduate Teacher Education Program, candidates must:

1. Complete the Graduate Application for Admission.
2. Have an earned baccalaureate or graduate degree, with a 3.0 GPA in the last 60 hours on a 4.0 scale, from a college or university accredited by the appropriate regional accrediting agency.*
3. Submit official transcripts from all colleges or universities attended via postal mail (an official transcript bears the institution's seal and an official signature).
4. Provide official scores for Graduate Record Examination (GRE) completed within the last five years. ***Note that a minimum score is not required. Scores must be on file before applying for candidacy.***
5. Provide official passing scores for the University Level Academic Skills Test (CLAST), PRAXIS I, General Knowledge test (GK), or an equivalent basic skills test approved by the state of Florida. The Florida Professional Certificate granted will be accepted as proof of passing a basic skills test e.g., CLAST, PRAXIS I, GK. A score of one thousand (1000) on the GRE will be accepted in lieu of the basic skills test requirement.
6. Submit three (3) completed Recommendation Evaluation Forms.
7. Submit an essay stating goals for graduate study.

*International students who have completed degrees at colleges or universities outside of the United States must have transcripts evaluated by an approved transcript evaluation service. Passing the TOEFL examination may be required for students whose first language is not English.

Conditional Admission

To be conditionally admitted into the Florida Memorial University Graduate Teacher Education Program, the candidate must:

1. Complete the Graduate Application for Admission.
2. Have an earned baccalaureate or graduate degree with a 2.5 GPA in the last 60 hours on a 4.0 scale from a university accredited by the appropriate regional accrediting agency. ***Note: Full admission will be granted once the candidate has received a minimum of a 3.0 GPA in the first twelve (12) credit hours at the graduate level at the University.***
3. Submit official transcripts from all colleges or universities attended via postal mail (an official transcript bears the institution's seal and an official signature).
4. Provide official scores for the Graduate Record Examination (GRE) completed within the last five years. ***Note that a minimum score is not required. Scores must be on file before applying for candidacy.***
5. Provide official passing scores for the University Level Academic Skills Test (CLAST), PRAXIS I, General Knowledge test (GK), or an equivalent basic skills test approved by the state of Florida. The Florida Professional Certificate granted will be accepted as proof of passing a basic skills test e.g., CLAST, PRAXIS I, GK. A score of one thousand (1000) on the GRE will be accepted in lieu of the basic skills test requirement.
6. Submit three (3) completed Recommendation Evaluation Forms.
7. Submit an essay stating goals for graduate study.

* International students who have completed degrees at colleges or universities outside of the United States must have transcripts evaluated by an approved transcript evaluation service. Passing the TOEFL examination may be required for students whose first language is not English.

Completion Requirements and Regulations

Credit Requirements

School of Education

Each of the degrees offered in the Masters Program in education requires a minimum of thirty (30) semester graduate credits for completion. A minimum of (18) hours must be in the major of concentration. All courses must be at the 500 level or above to be counted toward

graduate degree requirements.

School of Business

The MBA requires a minimum of thirty (30) semester graduate credits for completion. Additional elective credits must be taken for specialization. All courses must be at the 500 level or above to be counted toward graduate degree requirements.

Time Limit

Candidates have four calendar years from the time of Enrollment in the graduate program to complete the degree. The Graduate Program Office may grant students who change degree programs an extension after review and approval. Courses counted toward a master's degree must have been taken within four calendar years prior to graduation.

Transfer Credit

Students may transfer a maximum of six (6) graduate credit hours with grades of "B" or higher from a regionally accredited degree granting institution. The Dean of the Schools of Business or Education must approve all transfer credits.

Florida Memorial University does not accept credits from professional degree programs offered through joint, cooperative, or consortial arrangements, or through experiential learning.

Advisor/Major Professor

Every graduate student will be assigned to an advisor from the major department. As early as appropriate, the student must request a professor in the major department to serve as advisor. The responsibility of the advisor is to assist the student in planning a program of study and to ensure fulfillment of degree requirements. The advisor must approve the student's program each semester. This professor advises the student about the courses, selects questions for the comprehensive examination or supervises the student's thesis research, and facilitates communication within the major department and within other departments of the University.

Independent Study

Independent Study is available upon approval from the Deans of the Schools of Business and

Education. Students are limited to (6) credit hours. Independent study is not granted in lieu of required courses.

Grade Point Average (GPA)

A minimum cumulative 3.0 GPA is needed for the completion of each degree. Each student will be required to maintain at least a 3.0 GPA while matriculating. If a student falls below the required average in a given semester, the student will be required to bring up his or her average to the 3.0 level by the end of the following semester or be placed on Academic Suspension and removed from the program.

A student who is placed on Academic Suspension may reapply for admission to the graduate program after one year. Any credits the student earned while in the graduate program may be counted toward the new admission if the grade in the course was a "B" or better.

Admission to Candidacy

Admission to candidacy reflects agreement between the student, the advisor, and the Office of Graduate Programs that the student has demonstrated the ability to do acceptable graduate work and that normal progress has been made toward a degree. Application for candidacy should be completed at the beginning of the semester in which the last twelve (12) graduate credits will be taken for students in the School of Education and the last six (6) graduate credits in the School of Business.

Completing the candidacy usually denotes that the student has met all of the prerequisites for admission, the student's program of study has been approved, and the student is in the final stages of the program's completion.

The application for the Masters candidacy is made as soon as possible after prerequisite course requirements have been met, a 3.0 GPA (or higher) in graduate courses completed, and official GRE or GMAT scores have been submitted. The GRE/GMAT scores provided must have been taken in the last five (5) years. The Admission to Candidacy form must be signed by the student's advisor and list all the course work to be used for the degree, including transfer courses. The Admission to Candidacy form must be submitted to the Director of the respective graduate program no later than commencement day of the semester preceding the semester in which the student plans to graduate.

Applications for Graduation

Graduation applications must be filed with the Director of the appropriate graduate program no later than commencement day of the semester proceeding the semester in which he/she plans to graduate. See the Academic Calendar for specific due dates.

School of Education

Master's Thesis Committee

The responsibility of this committee is to guide the student during the written and oral phase of the thesis process. The committee is to be composed of the major professor and at least two other faculty members at the rank of assistant professor or above with graduate status. The major professor and the student select the committee.

Comprehensive Examination or Thesis

A candidate must pass a comprehensive written examination or thesis, depending on the student's choice, as part of the completion requirements. The examination is a demonstration of the candidate's ability to integrate materials in the major and related fields. The examination must be scheduled through Program Coordinator with the approval of the Director of Graduate Programs before the deadline and will be coordinated by the student's committee. In case of failure, the candidate may not be reexamined until the following semester. The result of the second examination is final.

Students may schedule the comprehensive examination or prepare to write the thesis after 2/3 of the program is completed. Students whose performance is deemed unsatisfactory on the comprehensive exam are only permitted one (1) re-examination. All re-examinations can only be taken the following semester or after during the specified comprehensive examination period.

Field and Clinical Experiences

The School of Education has established field experience requirements embedded in individual courses for both Initial Certification and Teacher Leadership Tracks. The School has established long-standing links and partnerships with various schools, both private and public to provide the opportunity to improve instruction and research at the University. Clinical requirements will be maintained through the Graduate Program Office. This office will place students in the Field at the appropriate time under the direction of the candidate's

advisor.

Appeals Process

All graduate Program policies/procedures may be appealed through the appeals process of the individual program, the School of Business or School of Education, and the University.

Applications for Graduation

Graduation applications must be filed with the respective graduate program director no later than commencement day of the semester proceeding the semester in which he/she plans to graduate. See the Academic Calendar for specific due dates.

Exit Exams

School of Education

A student seeking initial certification through the Graduation program must pass the Florida Teacher Certification Examination (FTCE).

The FTCE is composed of three tests: Professional Education, General Knowledge, and Subject Area Exams. Depending upon his or her background, the student may need to take one, two, or three of the tests.

1 **PEd Test: Professional Education** – Candidates applying to take the Professional Education Test. See your *Official Statement of Status of Eligibility.*

2 **SAE Test: Subject Area Exam** – These exams are for degreed academic subject areas and are usually in a multiple-choice format. Candidates applying for a Professional Certificate and those adding a subject area subject to a professional Certificate must pass a subject area exam in the field(s) in which they seek certification.

3 **General Knowledge Test (GK)** – Prior to July 1, 2002, the required basic skills test for teacher certification was the CLAST. Beginning July 1, 2002, the required basic skills test for teacher certification is the General Knowledge Test for which students can register using the application in the registration bulletin. The General Knowledge Test is a basic skills achievement test containing four subtests: mathematics (multiple-choice items) reading (multiple-choice passage-based items), English language skills (multiple-choice items), and essay.

FINANCIAL INFORMATION

Financial Aid is granted to students at Florida Memorial University primarily based on financial need. The student's need is determined following the completion of the Free Application for Federal Student Aid (FAFSA).

The FAFSA is available from high school counselors or the University's Financial Aid Office. It is recommended that the student's or parents' tax return be used when completing the FAFSA on-line at www.fafsa.ed.gov.

All eligible students are required to apply for various federal and state programs by completing the FAFSA no later than March 13 for priority consideration. Each student must also complete an institutional application to provide the Office of Financial Aid with additional data required to start his/her financial aid file.

Financial Aid is available to qualifying students in the form of Federal Strafford (Subsidized and/or Unsubsidized) Loans for US citizens and eligible non-citizens with a valid Social Security Number and in the form of private loans for international students.

To be eligible to receive financial aid, students must meet the following criteria:

1. Be enrolled in a degree-seeking graduate program fulltime at Florida Memorial University,

2. Maintain satisfactory academic progress,

3. Not owe a refund of Title IV funds or be in default of any previous Strafford Loans.

To apply for Federal Financial Aid (i.e. Stafford Loans), students must complete the following.

1. **Free Application for Federal Student Aid (FAFSA)**. Students may access the appropriate forms on line at www.fafsa.ed.gov. Students that do not have on-line access may call the Office of Financial Aid Office at 305-626-3745 to request a financial aid package. Processing time takes a minimum of four (4) weeks. The result of the FAFSA is called the Student Aid Report (SAR). This report summarizes the data submitted on the free

application. SARs are received via U.S. postal mail or electronic confirmation. Students can make corrections on-line by using a personal identification number (PIN) provided by the U.S. Department of Education or by submitting to the address indication on page 2 of the SAR.

Florida Memorial University's Federal School Code is 001486.

2. **A Federal Stafford Loan Master Promissory Note (MPN).** Information can be accessed and the form can be completed on-line. Students can go to **www.appluonlinenow.com** or **www.salliemae.com** and select "Apply for a Loan."

3. **Florida Memorial University Federal Stafford Loan Request Form.** This form can be requested on-line at **www.FloridaMemorial Universityniv.edu**. The Office of Financial Aid will mail the forms via U.S. Postal Service.

4. **A Loan Entrance Interview Form and Loan Entrance Test Form.** Federal regulations governing the borrowing of Federal Student Loans require that all students receiving a Federal Strafford Loan must complete a Loan Entrance Interview Form and Loan Entrance Test, detailing the student's rights and responsibilities as a borrower. The Loan Entrance Interview can be completed on-line at **www.suntrusteducation.com**. This process is a onetime requirement.

5. **The Florida Memorial University Financial Aid Application (FAP).** This institutional Financial Aid Application serves as the initial documentation needed to identify if a student is going to attend Florida Memorial University and for verification of student financial aid information such as household size, untaxed income, residency.

6. **Additional Documentation.** Upon receipt of the SAR, the student may be instructed to provide the Office of Financial Aid with additional documentation. In such instances, the student should submit a signed copy of the prior year's Federal Income Tax Return as well as that of his or her spouse's W2. Forms of documentation that may also be requested are proof of citizenship or a selective service registration card.

Private Loans

Students eligible for private loans are required to complete a private loan application with a lender of their choice. The application may be requested directly from the lender or by contacting the Office of Financial Aid.

Eligibility for a private loan is based solely on the credit history of the student. The

University recommends that students request copies of their credit reports before submitting loan applications so that they can check for any discrepancies.

International students are required to have a co-signer/borrower to apply for the loan who is credit worthy and a United States citizen or eligible non-citizen. In some cases, the lender may require the student to submit additional information along with the application. Applications can be completed and submitted at **www.applyonlinenow.com**. For more information regarding securing a private loan, interest rates, fees and repayment options, students can contact the following: citiassist@studentloan.com (1-800-394-7580) OR suntrust@suntrusteducation.com (1-866-897-9793).

Financial Aid Processing

Requests for student loans can be processed once the student's financial aid file is complete. Normal processing time for lenders to disburse loan funds is 10-15 working days from the date the loan application is submitted to the lender by the Office of Financial Aid. Award notification should be received by the student shortly after the loan application has been processed.

Estimated Schedule of Tuition, Fees and Service Charge 2011- 2012

To assist students with financial planning for graduate school, the estimated 2011-2012 Cost Attendance Schedule is based on full-time enrollment of 12 credits per semester. The schedule covers direct and minimal indirect costs to graduate educations at Florida Memorial University.

Direct Cost – Summer 2012 (6 credits)

Tuition ($663.23 per credit hour).....$3,644.00 Books & Supplies.....$500.00

Allowances have been made to include up to 3% student loan fees. All unpaid balances on a student's account are the responsibility of the students.

Please be sure to indicate on your loan Request Form the semester for which you are applying. Your loan period is determined by the start date and end date of the term for which you are requesting aid. Funds for each semester will be disbursed by the lender in two equal installments: one at the beginning of the semester and one at the midpoint of the semester. All loan proceeds will go toward your tuition costs. If your Florida Memorial University account reflects a credit balance, a refund check will be mailed to you.

Service Charges

Admission Application.....50.00

Course Add/Drop 10.00
Graduation 200.00
Document Photocopy.....0.10
Late Registration Fee 50.00
Pre-registration (failure to pre-register.....50.00
Parking Decal (each year) with transponder 20.00
Parking Citation .....15.00 and up
Replacement Diploma 10.00
Replacement I.D. Card 25.00
Payment plan fee 50.00
Tuition Installment Plan-late payment Fee * 25.00
TOEFL 28.00
Transcript, Regular US Mail 3.00
Transcript, Certified Mail 6.00
Transcript, Next day Delivery 12.00
Transcript, Overseas .....18.00 and up
Library Fines per day per book 0.25
Library Lost Book Charge .minimum..... 50.00

*NON-REFUNDABLE
The schedule of tuition, fees and service charges is reviews and published annually. Current information on these amounts is available at the Student Accounts Office.

The University reserves the right to change without notice its tuition, fees, service charges, rules, and regulations at the beginning of any semester and during the year should conditions so warrant. This right will be exercised judiciously.

Description of Service Charges

Books, school supplies, travel expenses, medical expenses other than those provided on-campus and through the Student Health Insurance Program, and miscellaneous personal items are additional expenses which must be considered when preparing a student's budget.

Admission Application: A fee of $50 must be sent to the University with each application for admission. This fee is non-refundable and is not credited to the student's account upon

admission.

Course Add/Drop: A fee of $10 is charged for each course added or dropped from a student's schedule after the close of registration.

Parking Decal: A fee of $10 per year is charged for a parking decal to register a vehicle for campus roadways and parking facilities. An additional fee of $10 per is required for the purchase of a replacement decal or a second-car decal. A valid ID, driver's license, car registration, and proof of insurance are required.

Replacement Diploma: A fee of $10 is charged to replace a diploma. Requests must be made through the Registrar's Office.

Replacement I.D. Card: A fee of $25 is charged to replace a lost or stolen University "Lion Express" identification card.

Returned Check: Students with approved University check cashing cards may cash one personal check per week for an amount not to exceed $25 at the Cashier's window during normal business hours. A fee of $0.25 will be charged for each check cashed. Pursuant to Florida law, any check issued to the University for which sufficient funds are not available to ensure payment upon presentation is subject to a returned check fee of $25. If two checks are returned because of insufficient funds, check cashing will be revoked and disciplinary action taken.

Promissory Note Fee: A processing fee of $50 is charged to defray the cost of providing a deferred payment plan for students who are unable to pay the full amount of their bill at the time of registration.

TOEFL: A fee of $28 is charged to defray the University's cost to administer the institutional Test of English as a Foreign Language.

Transcript Fee: A fee of $3 is charged for each requested copy of a transcript. Transcripts will be sent by regular mail. If requested, transcripts may be sent by Certified US mail or by next day delivery for an additional fee.

Payment of Tuition and Fees

1. All tuition and fees are due and payable at the time of registration.
2. Students who receive financial aid must pay the difference between their financial aid awards and their total charges for the semester before being permitted to attend classes

for a given semester.

3. Financial Aid classified as "pending or "applied for" will not be accepted toward meeting the requirements for registration unless a positive evaluation is given by the Director of Financial Aid or his/her designee.
4. Students may choose to pay charges owed for an upcoming semester through a University-approved 10-month installment plan. All inquiries and applications should be made directly to Tuition Management Services (TMS), Tuition Installment Plan. Students can call toll free 1-800-722-4867. Notification of awards and scholarships from outside sources used to pay a student's account must be send directly to the Student Accounts Office from the sponsor. The notice must either accompany the payment or state the manner in which the sponsor is to be billed.

How to Make Payment

The University accepts cash, certified checks, money orders, VISA and MASTERCARD in payment of university expenses. Payments may be made in person at the cashier window during posted business hours or by mail. Mail should be addressed to:

Bursar
Florida Memorial University
15800 NW 42nd Avenue
Miami Gardens, Florida 33054

When payment is made in cash, the payer must receive a receipt and retain the receipt for future reference as evidence of the cash payment.

Please do not send cash in the mail. Do not pay cash to any person other than the University's Cashier. Ask for a receipt at the time of payment if one is not given. Personal checks are not accepted.

Deferred Payment Plan

If parents or student desire to defer payment of a portion of the basic charges for tuition, fees, room and board, arrangements should be made directly with the Student Accounts Office. A deferment processing fee of $50 per plan will be charged for this privilege.

Each student must satisfy all financial obligations to the university in accordance with the Deferred Payment Plan in order to (1) retain campus housing, (2) take midterm and final

examinations, and (3) continue matriculation in the following semester.

Special Stipulations

Students are not considered registered until they have been cleared financially and their forms have been stamped and signed by the Student Accounts Office. The release of transcripts or diplomas is prohibited if any unpaid balances are owed to the University.

Students are expected to meet their payment obligations promptly and without notice from the Student Accounts Office. Students must follow up with the Student Accounts Office on a regular basis to ensure that payments are received and credited to their accounts.

REFUND OR ADJUSTMENT OF TUITION, FEES, AND OTHER CHARGES

Tuition refunds are based on the total tuition charges and on the amount paid. Board chargers are refundable on a priority basis to students who have properly withdrawn.

Financial Aid programs which provide awards to students will be refunded in accordance to the formula required by local, state, or federal law. Balances due as a result of the refund are the responsibility of a student who withdraws.

Fees paid for application, processing charges, mailbox rental, room charges, etc. are not refundable. No portion of a scholarship from Florida Memorial University is refundable.

When a student is assigned a Florida Memorial University student network account, space is automatically allocated to the student on a Florida Memorial University central server for storage of personal data. This is called a "student shared folder" and it is the student's personal workspace. It can be accessed with the student's Florida Memorial University network account ID and from any computer on campus.

A student may withdraw or cancel from Florida Memorial University within three (3) working days, pursuant to S.246.D.41 (1) (n) 3.e of Florida status and receive a full refund with the exception of non-refundable charges. All refunds shall be made within thirty (30) days of the date that the university determines that the student has withdrawn. Tuition and general fees shall be refunded in full, less an administrative fee not to exceed 5% of the semester's tuition, if notice of withdrawal from the university is received prior to the end of the first calendar is received from the student. Tuition and general fees shall be reduced in full in any of the following circumstances: (1) courses canceled by the university; (2) involuntary call to active military duty; (3) documented death of the student or

(4) exceptional circumstances, with the approval of the President of the university or his or her designee. The student must execute the required forms in order to be officially withdrawn from the University. The student will receive tuition and general fees refunds, less an administrative fee not to exceed 5% of the semester's tuition at the following rates.

Refund Schedule

School of Business

Students enrolled in the MBA graduate programs will be allowed to drop a class and receive full (100%) refund if they drop the class by the second Wednesday after the class first meets. For example, if the class meets on Friday, October 14, 2011 the student would be entitled to a full refund if they dropped the class on or before Wednesday, October 26, 2011. Classes dropped after this time period will result in no (0%) refund being given to the student.

School of Education

Students enrolled in the graduate program in education ill be allowed to drop a class and receive a full (100%) refund if they drop the class by the end of the second week of the class meeting. For example, if the class first meets on Monday, October 10, 2011 the student will be entitled to a full refund if they dropped the class on or before Friday, October 21, 2011. Classes dropped after this time period will result in no (0%) refund being given to the student.

ACADEMIC AFFAIRS

Academic Affairs at Florida Memorial University is administered by the Office of Provost and Vice President. This Office consists of the following academic schools and support units.

School of Arts and Sciences
- *Department of Aviation and Safety*
- *Department of Computer Sciences, Mathematics and Technology*
- *Department of Health and Natural Sciences*
- *Department of Humanities*
- *Department of Social Sciences*
- *Department of Visual and Performing Arts*

School of Business
- *Graduate Program (Business)*

School of Education
- *Graduate Programs (Education)*

Department of Freshman Studies
- *Center for Advisement and Retention*
- *Testing Center*

Grants and Sponsored Research
Honors Program
Institutional Effectiveness
- *Institutional Assessment*
- *Institutional Research*

Study Abroad Program
University Library and Services
University Registrar

The Department of Freshman Studies does not offer degrees. Other schools offer majors in subject areas leading to Bachelor degrees, and the School of Education offers both Bachelors and Master of Science degrees. The School of Business offers the MBA degree.

Academic programs are designed to broaden the intellectual experiences and abilities of student while also supporting intellectual diversity.

ACADEMIC REGULATIONS, PROCEDURES, AND STANDARDS

The academic year consists of two semesters, fall and spring, of approximately sixteen weeks each. Each semester is divided into two eight week sessions. Students are allowed to register for two courses for each eight weeks. Students are limited to a maximum load of twelve credit hours each semester and six credit hours during the summer session.

Graduate Degree Programs

Thoughtful consideration must be given to the selection of a major. Upon declaration of a major by the student, a faculty advisor will be assigned. Florida Memorial University offers the following graduate majors:

Computer Education Technology
Elementary Education
Exceptional Student Education (K-12)
Reading (K-12)
MBA

Attendance Policy

Students are required to attend all classes for which they registered and are not authorized to attend classes for which they are not registered. Students are responsible for any and all coursework and may not use university-sponsored activities as pleas for extension of time to complete assignments or for permission to take makeup examinations or quizzes. A calculation of absences begins from the first class meeting for students whose names appear on the initial class roster. Students will be allowed a maximum of one (1) absence per course. Any absences after the first one requires written permission from the Director of the respective Graduate Program.

Grading Systems and Quality Points

A	4.00
A-	3.70
B+	3.30
B	3.00
B-	2.70
C+	2.30
C	2.00
C-	1.70
D+	1.30
D	1.00
F	0.00
W	Official Withdrawal from the university
WP	Withdraw Passing
WF	Withdraw Failing
I	Incomplete
P	Pass

Students may be given an "I" only if a small part of the course is missed because of unavoidable circumstances and there is a reasonable chance of obtaining a "C" or better if that part is complete. Students must complete this work within the established period of time (see the Academic calendar) without further registration or class attendance. Failure to adhere to this policy within one semester after receiving a grade of incomplete will result in the grade of "I" converting to the grade of "F." Students who have field for graduation my not receive an "I" during the semester in which they plan to graduate. If a grade of "I" is received, student must reapply for graduation at the next scheduled application period. Students receiving a grade below a "C-" must retake the course.

Grade Reports

Within fifteen working days after the end of an academic term, each student will receive a grade report showing grades for courses completed for the term. The report will also reflect the term grade point average and a cumulative grade point average. Grade reports are unofficial records.

Change of Grades

Final grades can be changed only in instances of documented error. Grade changes must be reported by the professor on the Change of Grade Form. The form must be signed by the instructor and submitted with appropriate documentation to the Dean of the appropriate program who in turn will submit it to the Office of the Registrar where the grade change is recorded. A student whose grade is changed will receive a student copy of the transcript reflecting the grade changed. A grade may not be changed after two (2) semesters have elapsed.

Grade Appeal

Students may appeal grades if it is demonstrated that a faculty member has made a capricious or prejudicial evaluation in grading. To resolve grade grievances, students must adhere to the follow procedures:

1. Discuss the problem with the instructor with whom they have the grievance.
2. Meet with the Dean of the School or MBA Director if the problem cannot be resolved with the instructor.
3. File a grade appeal with the Graduate Grade Dispute Committee if the School Dean cannot resolve the problem.

An appeal must be appropriately filed in the semester following the one in which the disputed grade was given.

Registration

Students must comply with student load requirements as explained in the Academic Regulations section of this catalog. Students must register in accordance with the published schedule for pre-registration, and late registration for the Fall, Spring, and Summer semesters.

Schedules of classes are available in the advisors' offices and on the University's web site. Students are urged to study course selections carefully and, in conjunction with their advisors, plan courses of study on the official registration worksheet form. This form is available in the academic advisor's office.

Students currently enrolled will be changed a late registration fee if not pre-registered. Students have not completed registration until cleared by the Business Office. Registration

will be canceled if not completed by the published deadline. Students will not be permitted to register after the late registration period.

Course Cancellation

Course(s) may be canceled by the Dean of each program in the event of insufficient enrollment or lack of an instructor.

Add, Drop and Withdrawals

Courses may be added during the designated add period at the beginning of each semester. Students may not register or add after this period. Courses may be dropped through the second week of the semester. (See appropriate date on Graduate calendar). Students may not drop a course after this period but may only withdraw from the course or the university. Dropped courses are not reflected on student's transcript.

Withdrawal from courses at the end of the drop period, students may withdraw from one or more courses during the withdrawal period indicated on the academic calendar. Grades of "WP" (Withdrew--Passing) or "WF" (Withdrew--Failing) will be given to reflect academic progress at the time of withdrawal.

Withdrawal from the University

Students may withdraw from the University as late as one week before the last week of the first eight sessions. Beyond this time, official documentation should support an emergency beyond the control of the student. An official withdrawal form must be executed during the term that the student wishes to withdraw from the university. Students who wish to withdraw from the University should contact the Office of Register for procedural information. The effective date of the withdrawal is the student's last day of attendance according to faculty records.

Students can also be administratively withdrawn from the University at any time by the Registrar upon recommendation by the Deans of each School, the Director of Graduate Program for the respective school, the Vice President for Student Affairs, the Vice President and Provost, or the President. Such withdrawals may be for disciplinary reasons, for failure to meet financial obligations, or for failure to follow academic regulations. Students whose enrollment at Florida Memorial University is interrupted for more than one semester are required to submit an application for re-admission. The application must be sent to the Deans

of the appropriate School and the Director of Graduate Programs for each respective program. Students placed on academic suspension must remain in that status for one semester (fall or spring) before being considered for re-admission. Students who voluntarily withdraw from the University for one or more academic years are required to apply for re-admission. Degree requirements stated in the University Catalog for the academic year a student is readmitted must be satisfied.

UNIVERSITY STANDARDS

Academic Honor Code

Florida Memorial University recognizes honesty and integrity as necessary to the academic purpose and function of the institution. The University therefore, expects a high standard of individual honor in all academic endeavors from each student.

Academic dishonesty includes cheating, plagiarism, forgery, collusion, and credential misrepresentation. Students found guilty of academic dishonesty are subject to disciplinary action including loss of credit, suspension, or immediate dismissal from the university.

Cheating- The use or attempt to use unauthorized materials, information, study aids, or computer-related information. This includes giving or receiving, offering or soliciting information on test or written assignments, and / or using notes or books other than those explicitly permitted by the instructor during an examination.

Plagiarism- Representation of words, or data, works, ideas, computer programs, or anything not generated in an authorized fashion properly cited one's own.

Forgery - Willful misrepresentation or altering of documents with intent to defraud. It is a crime punishable by law. Its most common occurrence among students includes, but is not limited to, the misrepresentation of signatures (especially that of an academic advisor on official documents of the university or the attempt to cash checks that are not lawfully their own.

Collusion- Cooperation of students(s) with staff personnel in securing confidential information / material (tests, examinations, etc.); bribery by students or staff personnel to change examination grades and or grade point average(s); cooperative efforts by students and student assistant(s) in gaining access to examinations or answers to examinations for distribution; and resubmission of term papers and / or reports that have been submitted previously and graded, but have been secured and re-circulated among students.

Credential Misrepresentation- Use of untrue written statements regarding matters of fact in order to gain admission to or employment at Florida Memorial University. This also includes misstatements of fact, distribution of false printed material, and conduct manifest intended to deceive or mislead.

Code of Conduct

When students enroll at Florida Memorial University, they subscribe to the standards of personal conduct which the University considers fundamental to group living. It is assumed they will take advantage of the opportunities to learn how to make prudent decisions regarding their own conduct.

Students assume total responsibility for their actions as they relate to the rules, regulations, and policies of the University, and maintain high standards of courtesy, integrity, and personal attire.

The University does not permit the use or possession of illegal drugs, alcoholic beverages or firearms of any kind on the campus, at any University sponsored activity, or when representing the university.

The University reserves the right to notify civil authorities whenever a student is guilty of or charged with a violation of law.

The University reserves the right to suspend or dismiss students when such action seems indicated in the best interest of the University or the overall student body.

Anti-Hazing Policy

Hazing of student will not be a part of any initiation practices, whether for new students, social clubs, or Greek-letter organizations. Hazing done in the name of an organization can result in the organization's loss of privileges, including suspension of its operating privileges on campus. Hazing done by a student as an independent act can result in the student's dismissal from the University. Violation of this regulation must be reported to the Vice President for the Student Affairs. All cases involving hazing will be referred to the Judicial Affairs Committee.

Student Records

Florida Memorial University does not release student record information except as permitted under the Family Education Rights and Privacy Act of 1974 (Buckley-Pell Amendment). Student records are confidential and information which can identify a student will not be released to a third party unless authorizations will be kept in the student's file.

Student's may request, in writing, access to personal official records and may challenge the accuracy of records maintained by the university. The Office of Registrar will respond to any request within ten working days.

Requests for official or unofficial Florida Memorial University transcripts are made to the office of the Registrar or in person by the U.S mail. Telephone or third party requests will not be honored.

The following information is necessary to process a transcript: -Student name -Student identification number or Social Security number -Date of birth -Dates of attendance -Degree(s) obtained (if any) -The request must be signed and dated by the student -The request must also include the full address of the person or institution receiving the transcript.

Transcript requests should be addressed to:

Registrar's Office
Florida Memorial University
15800 NW 42nd Ave.
Miami Gardens, FL 33054

Students who are negotiating with co-op employers who require grades should request a transcript in the usual manner and allow the usual time.

Rights Granted to Students under the Family Education Rights and Privacy Act of 1974 (FERPA)

Access to Student Records

Under the provision of the Family Educational Rights and Privacy Act of 1974, students have the right to inspect and review educational records.

In addition, they have the right to an explanation and interpretation of those records, including the right to have a hearing to challenge the contents of such records. Request for an explanation concerning a record should be addressed to the university official in charge of the record. Academic records, supporting documents and general education records are maintained by the Registrar and academic Schools and Departments and advisors; records of disciplinary proceedings are maintained by the Vice President for Student Services; financial records are maintained by the Business Office; medical records are maintained by the Health Center; financial aid records are maintained by the Financial Aid Office; and counseling records are maintained by the Counseling Services Center. All such records are the property of the University.

The following records are not available for student inspection: Records of instructional, supervisory and administrative personnel which are in the sole possession of the maker thereof and which are not accessible to other persons; records created or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional which are used only in connection with the provisions of treatment of a student and are not available to persons other than those individuals providing such treatment; records and documents of a law enforcement unit, including those of the university's Department of Public Safety; financial records of students' parents; confidential letters and statements of recommendation placed in a student's file prior to January 1, 1975, or those received after January 1, 1975, for which the student has signed a waiver of his / her right to access.

Information in student's education records will not be released to third parties without the student's written consent, except to the following: officials of this University, including instructional staff who have legitimate educational interest; officials of other schools if the student seeks to enroll; accrediting organizations; parents of a student who qualifies as a dependent under the Internal Revenue Code; federal and state educational authorities and organizations conducting studies for such authorities in the areas of testing, student aid and instruction; people seeking information pursuant to a judicial order subpoena; and appropriate people in connection with an emergency involving health or safety.

Directory Information

A student's name, address, telephone number, date, and place of birth, major field of study, class year, dates of attendance, degree's and awards received, enrollment status, past and present participation in officially recognized sports and activities, height and weight of student athletes, and most recent previous educational institution attended may be made public by the university unless the student submits a written request to the Registrar at the beginning of each semester that such information be released only upon his/her consent.

Veteran Affairs

Florida Memorial University maintains a Veterans Affairs Office in the Office of the Registrar to assist veterans and dependents of veterans who are entitled to V.A. educational benefits under Chapter 30, 32, or Chapter 35 of the Title 38, U.S. Code and Chapter 106, Title 10, USC.

Standards of Progress Policy for Veterans

Students are considered to be in good academic standing when their cumulative grade point average is 2.0 or higher. Florida Memorial University's policies on academic warning, probation and suspension are based on the possibility that students can overcome academic difficulty and make appropriate progress toward a degree.

University Library Services

The mission of the Florida Memorial University Library is to provide resources and instructional material in support of the transmission and exchange of scholarly information. The library evaluates its programs, collections, technology, service delivery, and other activities on a regular basis in order to meet the challenges of a changing technological and global society. The Florida Memorial University Library seeks to be both an education resource center for the University community and a learning organization that constantly works to maximize its effectiveness in accomplishing its mission.

Academic Support Services

Academic support services include the use of tutorial and advisement services, and well-equipped laboratories for English, Reading, Writing and Mathematics. The university has designed three particular programs that are helpful to students: they include the Academic Resource Center (ARC) Writing Center, and the Computerized Academic Skills Laboratory. ARC services including diagnosing, remediating, reinforcing, enriching, and evaluating knowledge and skills. The Skills Lab provides computerized software programs to reinforce classroom lessons and to eliminate specific academic deficiencies in mathematics, reading, and writing. In addition, to these services, the university administers a state funded (Title IV) Student Services program to provide tutorial assistance, counseling, academic advising, and peer support to students. The Graduate Support Center provides students with technical writing assistance including use of form, content, and organization as outlined by the American Psychological Association (APA) Guidelines.

Computerized Academic Skills Laboratory

The Computerized Academic Skills Laboratory provides students an opportunity to reinforce classroom lessons and to eliminate specific academic deficiencies through the use of computer software programs. The skills lab is used by students primarily to strengthen skills in mathematics, reading, and writing. Students may also develop skills in the use of computers (especially word processing).

The laboratory coordinator assists, monitors, and supervises students who are referred to the laboratory by their instructors. Instructors are informed of student's performance via written reports so that appropriate follow-up can be planned.

Testing Center Services

The Testing Center offers testing services to Florida Memorial University faculty, staff, students, and members of its surrounding communities. It operates in conjunction with the Office of Institutional Research in disseminating student assessment data.

The Center develops and distribute schedules of all major tests administered. The following tests are administered regularly on campus in the center: University level Achievement Skills Test (CLAST), Graduate Management Admission Test (GMAT), Graduate Record Examination (GRE), Multiple Assessment Programs and Services (MAPS), university Placement Test (CPT), National Teachers Examination (NTE), Scholastic Assessment Test (SAT), Test of English as a Foreign Language (TOEFL).

GRADUATE PROGRAMS

Program of Study

BUSINESS ADMINISTRATION

The MBA degree program requires a minimum of thirty (30) credit hours and is compatible with the Association of Colligate Business Schools and Programs (ACBSP).

Basic core courses (21 Hours):

There are seven required courses (21 hours) for the MBA core:

ACC 501	Accounting for Management
BUS 502	Business Research Methods
FIN 501	Financial Management
ECO 501	Managerial Economics
MKT 501	Marketing Strategy
BUS 501	Organizational Behavior
Or	
HRM 501	Human Resource Management
BUS 510	Seminar in Business Strategy and Policy

MBA elective courses

The MBA program provides elective courses in the area of Management, Accounting, Finance, and Marketing. The electives are intended to make the proposed program comparable with other South Florida and small school MBA programs.

Management electives:

BUS 520 Management Seminar
BUS 503 Ethics and Values of Leadership
BUS 504 Organizational Theory and Design
HRM 501 Human Resource Management
Or
BUS 501 Organizational Behavior

Accounting electives:

ACC 502 Financial Accounting Theory
ACC 503 Financial Accounting & Reporting Analysis
ACC 504 Accounting Information Systems
ACC 520 Accounting Seminar

Finance electives:

FIN 502 Advanced Financial Management
FIN 520 Finance Seminar

Marketing electives:

MAR 502 Buyer Behavior
MAR 520 Marketing Seminar

School of Business Course Descriptions

ACC 501 Accounting for Management (3) F, Sp, Su
Prerequisite: graduate advisor recommendation. An in-depth study of management control topics including budgeting, analysis of financial performance, and special situations that exist in multinational companies.

ACC 502 Financial Accounting Theory (3) (3) F, Sp, Su
Prerequisite: ACC 501 or graduate advisor recommendation. A study of the theoretical structure of accounting, with special attention to asset and income definition, recognition, and measurement; and an appraisal of pronouncements of professional accounting organizations.

ACC 503 Financial Accounting & Reporting Analysis (3) (3) F, Sp, Su
Prerequisite: ACC 501 or graduate advisor recommendation. The course focuses on the analysis and use of financial accounting information in the evaluation of corporate performance. The course emphasizes the understanding of financial statements prepared under U.S. and International Accounting Standards and the analysis of these financial statements including common size analysis, ratio analysis, the impact of taxes, and credit analysis. This course will enhance the student's ability to read, interpret and analyze financial statements for making investment, credit, acquisition, and other evaluation decisions.

ACC 504 Accounting Information Systems (3) F, Sp, Su
Prerequisite: ACC 501 or graduate advisor recommendation. Application of general systems concepts to accounting; and to operational, and related planning and control information requirements. Database management systems, on-line real-time systems, timesharing, etc., and applications in accounting.

ACC 520 Accounting Seminar (3) F, Sp, Su
Prerequisite: ACC 501 or graduate advisor recommendation. In-depth coverage of existing and emerging areas in accounting including global accounting, control systems, auditing, assurance services, and information technology. Occasional guest speakers from various facets of accounting practice (public, private, governmental, profit, not-for-profit) and academia will present their ideas of business, government, and accounting.

BUS 501 Organizational Behavior (3) F, Sp, Su
Prerequisite: graduate advisor recommendation. Behavior theory in organizational context. A study of individual and group dynamics in the business environment. Specific emphasis is given to leadership, motivation, communication, employee supervision, and morale.

BUS 502 Business Research Methods (3) F, Sp, Su
Prerequisite: graduate advisor recommendation. A general outline of the methods of conducting research in business, including research design, data collection and analysis, and presentation of results. The emphasis is on the methodology of conducting applied business research.

BUS 503 Ethics and Value of Leadership (3) F, Sp, Su
Prerequisite: graduate advisor recommendation. Leadership skills are critical for high performing organizations. This course will utilize lecture, readings, cases, exercises and self-assessments to present leadership approaches. This course requires putting understanding into practice, through engagement with and reflection upon literary texts and leadership exercises.

BUS 504 Organizational Theory and Design (3) F, Sp, Su
Prerequisite: graduate advisor recommendation. This course identifies, defines and integrates perspectives of organizational theory and design. This course also identifies the elements of change and the impact of change on organizations and human resources.

This type of information should assist in preparing managers for future organizational leadership that will require a new mix of managerial skills.

BUS 510 Seminar in Business Strategy and Policy (3) F, Sp, Su
Prerequisite: graduate advisor recommendation. The capstone business course designed to develop students' skills which emphasize the integration of the various business areas toward managing the firm as a total unit. Topics include environmental analysis, competition pressures, global market considerations, diversification, decision making, organizational linkages, corporate culture, and formulation and implementation of strategy. The approach taken is that of general management whose primary responsibilities encompass the development, operation, and maintenance of the entire firm.

ECO 501 Managerial Economics (3) F, Sp, Su
Prerequisite: graduate advisor recommendation. Managerial economics is a course that integrates economic principles and methodologies with business decision making. The course bridges the gap between economics and business practice by using economic theory combined with a set of mathematical and statistical methods of solving business problems relating to costs, prices, revenues, profits, and competitive strategies.

FIN 501 Financial Management (3) F, Sp, Su
Prerequisite: graduate advisor recommendation. This is the program wide course in finance for all students. It explains the fundamental concepts of finance in detail. The course focuses on the duties and responsibilities of the CFO, the interpretation and use of financial ratios, the time value of money, the market valuation of securities, and capital budgeting. Other topics covered in the course are the management of cash, accounts receivable, inventories, accounts payable and other short-term credit. Students will have a thorough grounding in business finance upon completion of this course.

FIN 502 Advanced Financial Management (3) F, Sp, Su
Prerequisite: FIN 501 or graduate advisor recommendation. This course covers additional aspects of business finance in greater depth. It is aimed at students specializing in finance. The material includes the valuation of securities in more complex scenarios, and capital budgeting in a variety of income tax and depreciation scenarios. Mastery of the quantitative tools for managing working capital is an important objective for this course. Students will learn to evaluate alternative marketable securities for short-term investment, evaluate alternative cash management policies, evaluate alternative credit and accounts receivable collection policies, and evaluate alternative sources of short-term financing.

FIN 520 Finance Seminar (3) F, Sp, Su
Prerequisite: FIN 501 or graduate advisor recommendation. In-depth coverage of existing and emerging areas in finance including options pricing theory, risk management, insurance theory, the impact of technology on financial markets, and the financial markets of emerging economies. Occasional guest speakers from various facets of the finance profession (personal, corporate, government, international, academic) will discuss these areas.

HRM 501 Human Resource Management (3) F, Sp, Su
Prerequisite: graduate advisor recommendation. Presents the fundamental principles and techniques of human resource management and examines the management of human resources from the point of view of the human resource officer, the operational manager and the employee. Emphasis is placed on current legal considerations, issues and research.

MKT 501 Marketing Strategy (3) F, Sp, Su
Prerequisite: graduate advisor recommendation. Study of the planning and coordination of marketing functions specifically related to product, pricing, promotion, and distribution strategies. Includes case analysis and presentation of results.

MKT 502 Buyer Behavior (3) F, Sp, Su
Prerequisite: graduate advisor recommendation. An in-depth examination of the conceptual and theoretical foundations of consumer and industrial buyer behavior. Emphasis is on the application of behavioral science theories, models, and techniques in the development of marketing strategies.

MKT 520 Marketing Seminar (3) F, Sp, Su
Prerequisite: MKT 501 or graduate advisor recommendation. This is a topics based course that will vary from semester to semester. Current topics affecting the state of marketing will be the focus of this offering.

SCHOOL OF EDUCATION

Program of Study

COMPUTER EDUCATION TECHNOLOGY

The Master of Science degree program in Computer Educational Technology prepares students and educational professionals in the use of various technologies in educational settings including classroom instructions and professional developments. Graduates from this program will be equipped with the necessary knowledge and skills to work in the public or private sector planning, developing, and implementing technology-based educational materials and programs. The completion of the MSCET degree requires 30 semester hours.

Area I: REQUIRED MAJOR AREA – 24 credit hours

CET 501	Introduction to Computer Applications in Education
CET526	Technology Integration Across Curriculum
CET 533	Computer Ethics & Society
CET 542	Web Technology and Differentiated Instruction
CET 560	Educational Technology Systems Management
CET 563	Distance Learning Administration and Instructional Design
CET 575	Educational Technology Theory and Models
CET 578	Design and Evaluation of Educational Technology Systems

AREA II: REQUIRED RESEARCH CORE – 6 credit hours

EDR 551	Educational Research & Measurement
EDR 555	Action & Applied Research in Urban Education

AREA VI: THESIS – 3-6 credit hours

CET 599	Thesis

Program of Study

ELEMENTARY EDUCATION

The Master of Science Degree in Elementary Education is designed to meet the needs of candidates from two career paths, which include the Teacher Advancement and Initial certification. The Teacher Advancement path is designed for candidates who are already certified to teach by the Florida State Board of Education. The Teacher Advancement path will require a minimum of 30 credit hours for candidates certified in Elementary Education or related area; however candidates who are interested in becoming ESOL endorsed will need to take an additional 6 credit hours. The Initial Certification path requires up to 60 credit hours depending on the candidate's academic background. In addition to the course work for both career paths, candidate in the program have the option of completing either a comprehensive exam or a thesis at the end of their course work. The Thesis (ELE 599) requires a minimum of 3 credit hours to graduate. If the thesis is not completed and successfully defended, candidates can register for additional credit hours by taking ELE 599 for 1 to 3 credit hours until the process is completed.

TRACK I

Master of Science
ELEMENTARY EDUCATION/ESOL
Program Guide for Master of Science in Elementary Education/ESOL

(Initial Certification)

Area I: REQUIRED MAJOR AREA – 27 credit hours

ELE 501	Elementary education Curriculum
ELE 502	Integrated Science for Elementary School
ELE 504	Elementary Social Studies from a Multicultural Perspective
ELE 505	Literacy Development & Instruction in Early Reading PK-2
ELE 506	Literature-based Language Arts in Elementary Schools
ELE 507	Mathematics in Elementary School
ELE 508	Reading Instruction in Elementary School
ELE 531	Reading Diagnosis
ELE 532	Remedial Reading

AREA II: REQUIRED RESEARCH CORE – 6 credit hours

EDR 551	Educational Research & Measurement
EDR 555	Action & Applied Research in Urban Education

AREA III: ESOL ENDORSEMENT – 6 credit hours

ESO 501	Applied Linguistics
ESO 506	Methods of Teaching ESOL

AREA IV: PROFESSIONAL EDUCATION – 9 credit hours

EDU 509	Human Growth and Development
EDU 528	Theory & Analysis of Classroom Behavior and Management
ELE 535	Assessment

AREA V: PRACTICUM/FIELD EXPERIENCE – 3-6 credit hours

ELE 550 Internship in Elementary School

AREA VI: THESIS – 3-6 credit hours
ELE 599 Thesis

TRACK II

Master of Science
ELEMENTARY EDUCATION
Program Guide for Master of Science in Elementary Education

(Teacher Advancement)

Area I: REQUIRED MAJOR AREA – 24 credit hours

ELE 601 Elementary education Curriculum
ELE 602 Teaching Elementary Science
ELE 604 Elementary Social Studies from a Multicultural Perspective
ELE 605 Literacy Development & Instruction in Early Reading PK-2
ELE 607 Teaching Mathematics in Elementary School
ELE 608 Reading Instruction in Elementary School
ELE 631 Reading Diagnosis
ELE 632 Remedial Reading

AREA II: REQUIRED RESEARCH CORE – 6 credit hours
EDR 551 Educational Research & Measurement
EDR 555 Action & Applied Research in Urban Education

AREA VI: THESIS – 3-6 credit hours
ELE 599 Thesis

Program of Study

EXCEPTIONAL STUDENT EDUCATION

The Master of Science Degree in Exceptional Student Education is designed to meet the needs of candidates who want to advance their current teaching certificate. The Teacher Advancement path, which requires a minimum of 30 credit hours, is designed for candidates with an undergraduate degree in Exceptional Student Education or related area; however candidates who are interested in becoming ESOL endorsed will need to take an additional 6 credit hours. In addition to the course work for the program, candidate will have the option of completing either a comprehensive exam or a thesis at the end of their course work. The Thesis (ESE 599) requires a minimum of 3 credit hours to graduate. If the thesis is not completed and successfully defended, candidates can register for additional credit hours by taking ESE 599 for 1 to 3 credit hours until the process is completed.

Master of Science
EXCEPTIONAL STUDENT EDUCATION
Program Guide for Master of Science in Exceptional Student Education

(Teacher Advancement)

AREA I: REQUIRED MAJOR AREA – 24 credit hours

ESE 601	Trends and Issues in Special Education
ESE 628	Advanced Behavioral Support and Management of Exceptional Students
ESE 632	Advanced Language Development and Communication Skills
ESE 641	Advanced Curriculum and Instruction for K-6 ESE
ESE 642	Advanced Curriculum and Instruction for K-12 ESE

ESE 643 Advanced Curriculum and Instruction for Severe Disabilities
ESE 647 Advanced Assessment of Exceptional Students for Instructional Planning
ESE648 Advanced Effective Communication, Consulting, and Collaboration

AREA II: REQUIRED RESEARCH CORE – 6 credit hours

EDR 551 Educational research & Measurement
EDR 555 Action & Applied Research in Urban Education

AREA VI: THESIS – 3-6 credit hours

ESE 599 Thesis

Program of Study

READING

The Master of Science Degree in Reading is an initial certification program, and is designed to meet the needs of individuals from three different career paths. Track I which requires 36 credits is designed for candidates with certification in education and ESOL endorsement by the Florida State Board of Education. Track II which requires 42 credits is designed for candidates with only certification in education, and require ESOL endorsement. Track III which requires 48 credits is designed for candidates with an undergraduate or graduate degree in an area other than education, and/or who are not certified to teach. . In addition to the course work for both career paths, candidate in the program have the option of completing either a comprehensive exam or a thesis at the end of their course work. The Thesis (ESE 599) requires a minimum of 3 credit hours to graduate. If the thesis is not completed and successfully defended, candidates can register for additional credit hours by taking ESE 599 for 1 to 3 credit hours until the process is completed.

TRACK I

Master of Science
READING

Program Guide for Master of Science in Reading
(for Certified Teachers who are ESOL endorsed)

AREA I: REQUIRED MAJOR AREA – 27 credit hours

REA 505 Literacy development & Instruction in Early Reading K-3
REA 506 Literature-based Language Arts in Elementary Schools
REA 508 Reading Instruction in Elementary Schools
REA 523 Content Reading: Middle and High School
REA 525 Adolescent Literature & Multicultural Connections
REA 530 Techniques & Strategies in Reading Assessment
REA 531 Reading Diagnosis
REA 532 Remedial Reading
REA 534 Supervision & Administration of Reading Programs

AREA II: REQUIRED RESEARCH CORE – 6 credit hours
EDR 551 Educational Research & Measurement
EDR 555 Action & Applied Research in Urban Education

AREA V: PRACTICUM/FIELD EXPERIENCE – 3 credit hours
REA 580 Practicum in Reading

AREA VI: THESIS – 3-6 credit hours
REA 599 Thesis

TRACK II

Master of Science
READING/ESOL
Program Guide for Master of Science in Reading/ESOL
(for Certified Teachers who need ESOL endorsemnt)

AREA I: REQUIRED MAJOR AREA – 27 credit hours

REA 505 Literacy development & Instruction in Early Reading K-3

REA 506 Literature-based Language Arts in Elementary Schools
REA 508 Reading Instruction in Elementary Schools
REA 523 Content Reading: Middle and High School
REA 525 Adolescent Literature & Multicultural Connections
REA 530 Techniques & Strategies in Reading Assessment
REA 531 Reading Diagnosis
REA 532 Remedial Reading
REA 534 Supervision & Administration of Reading Programs

AREA II: REQUIRED RESEARCH CORE – 6 credit hours

EDR 551 Educational Research & Measurement
EDR 555 Action & Applied Research in Urban Education

AREA III: ESOL ENDORSEMENT – 6 credit hours

ESO 501 Applied Linguistic
ESO 506 Methods of Teaching ESOL

AREA V: PRACTICUM/FIELD EXPERIENCE – 3 credit hours

REA 580 Practicum in Reading

AREA VI: THESIS – 3-6 credit hours

REA 599 Thesis

TRACK III

Master of Science

READING/ESOL

Program Guide for Master of Science in Reading/ESOL
(for seeking Initial Certification in Education)

AREA I: REQUIRED MAJOR AREA – 27 credit hours

REA 505	Literacy development & Instruction in Early Reading K-3
REA 506	Literature-based Language Arts in Elementary Schools
REA 508	Reading Instruction in Elementary Schools
REA 523	Content Reading: Middle and High School
REA 525	Adolescent Literature & Multicultural Connections
REA 530	Techniques & Strategies in Reading Assessment
REA 531	Reading Diagnosis
REA 532	Remedial Reading
REA 534	Supervision & Administration of Reading Programs

AREA II: REQUIRED RESEARCH CORE – 6 credit hours

EDR 551	Educational Research & Measurement
EDR 555	Action & Applied Research in Urban Education

AREA III: ESOL ENDORSEMENT – 6 credit hours

ESO 501	Applied Linguistic
ESO 506	Methods of Teaching ESOL

AREA IV: PROFESSIONAL EDUCATION – 6 credit hours

EDU 509 Human Growth and Development
EDU 528 Theory and Analysis of Classroom Behavior and Management

AREA V: PRACTICUM/FIELD EXPERIENCE – 3 credit hours

REA 580 Practicum in Reading

AREA VI: THESIS – 3-6 credit hours

REA 599 Thesis

Course Descriptions

All course descriptions listed below are arranged alphabetically by subject area, alphabetically by prefix and then numerically for those descriptions with the same prefix. The digits in parentheses immediately following the course titles represent the respective semester credit hours given for a course. The abbreviated codes F, Sp, Su represent the term(s) in which course is offered, Fall, Spring and Summer respectively.

Subject Area	Course Prefix(es)
Computer Education Technology	CET
Education	EDU
Education Research	EDR
Elementary Education	ELE
English for Speakers of Other Languages	ESO
Exceptional Student Education	ESE
Reading Education	REA

Computer Education Technology

CET 501—Introduction to Computer Applications in Education (3) F, Sp, Su

This course uses a hands-on approach to develop proficiency in the utilization of appropriate technologies for classroom instruction and professional productivity. The impact of educational technology on learning is discussed throughout the course. In addition, participants introduced to the internet, hardware, application software, and computer assembly.

CET526—Technology Integration Across Curriculum (3) F, Sp, Su

Integration of Instructional Technology Tools into evolving teaching methodology. Methods, strategies, concepts, and skills are the focal points of the course in labs and authentic educational settings.

CET 533—Computer Ethics & Society (3) F, Sp, Su

Participants are introduced to sensible social, lawful, thoughtful, ethical, political, educational, and financial implications of educational technology. It also analyses the uses of courseware for computer-assisted instruction, specific concepts and issues related to society implementation of educational computing and technology.

CET 542 —Web Technology and Differentiated Instruction (3) F, Sp, Su
This course offers a project orientation approach designed to acquaint students in Web page design and Web programming concepts. Students will learn how to develop, deploy, and maintain dynamic website with current software development technology. The implementation of online Differentiated Instructional Design is the main focus of the course

CET 575—Educational Technology Theory and Models (3) F, Sp, Su
Discuss major research findings and trends related to the use of technology in education. Covers theories, models and methods in the field of Educational Technology.

CET 563 Distance Learning Administration and Instructional Design (3) F, Sp, Su
Covers Principles and strategies for online learning and content delivery. Also covers Hands-on training on distance teaching, copyright protection, and plagiarism.

CET 560 Educational Technology Systems Management (3) F, Sp, Su
Manage and maintain educational technology facility such as school network, hardware, software, operating system, networking policy and systems performance

CET 578—Design and Evaluation of Educational Technology Systems (3) F, Sp, Su
Evaluate educational and instructional technology system and relate information technology issues in education. Also covers formative and summative evaluation techniques.

Education

EDU 509 Human Growth and Development (3) F, Sp, Su
This course is an advanced study of the nature of learning, development, growth, and behavior; and applying modern principles for diverse learners in an urban environment.

EDU 528 Theory and Analysis of Classroom Behavior and Management (3) F, Sp, Su

A course designed to review and explore research-based approaches to understanding classroom dynamics.

Educational Research

EDR 551 Educational Research and Management (3) F, Sp, Su
This course focuses on the common methods and techniques of research in the social and behavioral sciences. Basic orientation to quantitative and qualitative procedures used in the analysis and interpretation of research data.

EDR 555 Action and Applied Research (3) F, Sp, Su
This course guides students to learn and apply research skills to address real and persistent problems existing in urban educational settings. Students will complete an applied action research study.

Elementary education

ELE 501 Elementary Education Curriculum (3) F, Sp, Su
A critical study of elementary education by focusing on the organization, construction and administration of learning experiences in modern educational theory with emphasis on the formulation of objectives, selection, organization and integration of instructional materials.

ELE 502 Integrated Science for the Elementary School (3) F, Sp, Su
A course focus on the studying the development, implementation and the evaluation of the science curricula designed to meet the needs of urban students and families. Included will be the study of the basic sciences including earth/space, life and physical sciences. The focus will be on the interconnectedness of the sciences. Special emphasis will also be places on reading strategies for science.

ELE 504 Elementary Social Studies from a Multicultural Perspective (S) F, Sp, Su
The course focuses on studying the development implementation and evaluation of the social studies curricular design to meet the needs of urban students and families. Included will be the study of people and places from diverse geographic regions and

with background of the earth their influence in the development of civilization. Special emphasis will be placed on reading strategies for social studies.

ELE 505 Literacy Development & Instruction in Early Reading PK-2 (3) F, Sp, Su
Explores how children construct literacy and how they begin the process of becoming successful lifelong readers and writers. Examines diverse aspects of language and sociocultural factors that influence early literacy. Emphasis on literacy in the context of the home and family.

ELE 506 Literature-based Language Arts in Elementary Schools (3) F, Sp, Su
Examines an effective language arts curriculum, where literature, interdisciplinary thematic units, various media, and various opportunities for learners to develop literacy skills, play an integral part.

ELE 507 Mathematics in Elementary Education (3) F, Sp, Su
A course focus on studying the development, implementation and evaluation of math curricular designed to meet the needs of urban students and families. Included will be inquiry and discovering utilizing the NCTM standards as the foundation for practices in teaching mathematics, selection and use of instructional materials. Special emphasis will also be placed on reading strategies for mathematics.

ELE 508 Reading Instruction in Elementary Schools (3) F, Sp, Su
Looks at the reading process, at highly researched models of teaching reading, and at constructing a philosophy of teaching reading and writing. Materials and methods—including instructional technology—are also explored.

ELE 531 Reading Diagnosis (3) F, Sp, Su
Examines various authentic diagnostic assessment techniques and instruments, at administering and interpreting them, along with a coherent framework for helping students with reading problems.

ELE 532 Remedial Reading (3) F, Sp, Su
Provides in-depth study of factors of reading disability, and at evaluation, design, and implementation of substantiated effective techniques, materials, and approaches for specialized instruction.

ELE 550 Internship in Elementary School (3-6) F, Sp, Su
This course is an internship, designed for practical experience in teaching at the elementary school level under the guidance of a master teacher and college supervisor.

ELE 599 Thesis in Elementary Education (1-6) F, Sp, Su
Engage in an in-depth study of and in writing of a final thesis on an approved topic or issue related to elementary education or as a follow up to an elementary education topic or issue investigated in your field practicum; complete and submit an action research paper.

ELE 601 Curriculum Issues and Trends in Elementary Education (3) F, Sp, Su A critical study of elementary education by focusing on the organization, construction and administration of learning experiences in modern educational theory with emphasis on the formulation of objectives, selection, organization and integration of instructional materials.

ELE 602 Teaching Elementary Science (3) F, Sp, Su
This is an advanced course designed to focus on teaching science from an inquiry-based approach, and other research-based instructional approaches to teaching science as well as recent trends in the teaching of elementary science. Content from the major science disciplines will be a major focus of this course. The use of technology both as a tool of communication and as an instructional tool will be an integral part of this course. This course includes field experience activities.

ELE 604 Elementary Social Studies from a Multicultural Perspective (3) F, Sp, Su
This course focuses on studying the development, implementation, and evaluation of the social studies curricular designed to meet the needs of urban students and families. Included will be the study of people and places from diverse geographic regions and ethnic backgrounds of the earth and their influences in the development of civilization. Special emphasis will be placed on reading strategies for social studies.

ELE 605 Literacy Development & Instruction in Early Reading PK-2 (3) F, Sp, Su
Explores how children construct literacy and how they begin the process of becoming successful lifelong readers and writers. Examines diverse aspects of

language and sociocultural factors that influence early literacy. Emphasis on literacy in the context of the home and family.

ELE 607 Teaching Mathematics in Elementary School (3) F, Sp, Su
This is an advanced course designed to provide graduate students the most current and useable information in Mathematics for elementary teachers. This course examines foundation in teaching and learning of mathematics; theories of learning in mathematics; the nature of mathematics; and learners' mathematical processes (problem solving, reasoning, representation, communication, and connections).

ELE 608 Reading Instruction in Elementary Schools (3) F, Sp, Su
Looks at the reading process, at highly researched models of teaching reading, and at constructing a philosophy of teaching reading and writing. Materials and methods—including instructional technology—are also explored.

ELE 631 Reading Diagnosis (3) F, Sp, Su
Examines various authentic diagnostic assessment techniques and instruments, at administering and interpreting them, along with a coherent framework for helping students with reading problems.

ELE 632 Remedial Reading (3) F, Sp, Su
Provides in-depth study of factors of reading disability, and at evaluation, design, and implementation of substantiated effective techniques, materials, and approaches for specialized instruction.

English for Speakers of Other Languages

ESO 501 Applied Linguistics (3) F, Sp, Su
This course provides an overview of sociolinguistics, psycholinguistics and cultural dimensions as it applies to second language learning and teaching. It also addresses other theories of second language acquisition. Learners will identify language universals components as tools for teaching English to limited English proficient learners as well as well as Monitor Model, Interlanguage Theory, Acculturation/ Pidginization Theory and Cognitive Theory. Phonological, semantic, morphological, lexical, and syntactic analysis will help students discover the difficulties encountered by English language learners learning English as a second language.

ESO 506 Methods and Approaches of Teaching ESOL (3) F, Sp, Su
An advanced course that addresses strategies for teaching English as a second language to non-native speakers in grades K-12. Differences between second language learning and second language acquisition are highlighted. The Methodology of Teaching English to Speakers of Other Languages is required course for teachers who seek a M.S. degree in TESOL (Teaching English to Speakers of Other Languages) and ESOL (English to Speakers of Other Languages) endorsement in the State of Florida including the other states.

Exceptional Student Education

ESE 601 Foundations of Special Education (3) F, Sp, Su
This special topics course includes a broad perspective of the current trends in the field of special education. Topics such as inclusion, special education law, Autism, current practices, transitioning programs, and early childhood special education programs will be emphasized. The importance of using research based practices in special education will be explored.

ESE 628 Advanced Behavioral Support and Management of Exceptional Students (3) F, Sp, Su
This course includes assessing, designing, and implementing positive behavioral supports, classroom organization, and behavior management of exceptional students at the school, classroom, and individual levels from a social learning perspective. The principles and techniques of Applied Behavioral Analysis to effect positive behavioral change will be emphasized. In addition this course includes advanced research based behavioral techniques that can be implemented, validated and assessed. Current trends in behavior management, classroom management, and positive behavioral supports will be emphasized.

ESE 632 Language Development and Communication Skills (3) F, Sp, Su
A course to include normal sequence of expressive and receptive language development and identification of communication deficits and appropriate interventions for atypical children including those identified as **ESOL**.

ESE 641 Advanced Curriculum and Instruction for K-6 Exceptional Student Education (3) F, Sp, Su

An advanced course in developing, implementing, and evaluating individualized educational plans; research-based approaches to teaching functional skills; developmental programming; data based management (including technological applications); advanced approaches to teaching basic skills and adaptation of curriculum. The course will include reviewing, evaluating, and selecting curriculum; best instructional practices and research-based strategies; using various methods for evaluation of student progress, developing interpersonal interactions, and addressing issues for transition from preschool to kindergarten. Candidates will further develop best practices for the inclusion of diverse students for the general education classroom.

ESE 642 Advanced Curriculum and Instruction for 6-12 Exceptional Student Education (3) F, Sp, Su

An advanced course focused on development, implementation, and evaluation of individualized educational plans; special approaches to teaching functional skills; developmental programming; data based management; specialized approaches to teaching basic skills and adaptation of curriculum, especially for students who are diverse and included in the general education classroom. The course will include reviewing, evaluating, and selecting curriculum; best instructional practices and research-based strategies; implementing various methods for evaluation of student progress, while including technological applications; improving interpersonal interactions, and addressing issues of transition from school to work.

ESE 643 Curriculum and Instruction for ESE for Severe Disabilities Level (3) F, Sp, Su

A course focused on development, implementation, and evaluation of individualized educational plans for students with severe disabilities; special approaches to teaching functional skills; developmental programming; data based management; specialized approaches to teaching basic skills and adaptation of curriculum. The course will include reviewing, evaluating, and selecting curriculum; best instructional practices and research-based strategies; using various methods for evaluation of student progress; developing your interpersonal interactions; and addressing issues for transition from preschool to kindergarten and from school to work for students with severe disabilities.

ESE 647- Advanced Assessment of Exceptional Students II (3) F, Sp, Su
This is an advance course in the assessment for eligibility, instructional processes and transition assessment for exceptional children, including those who are ESOL. Primary emphasis will be placed upon assessment methods for planning education and transition services within the context of the IDEA. Interpreting and using assessment information to plan instruction using evidenced-based practices, accommodations, and postsecondary goals will also be covered. This course prepares discipline-based and reflective professionals in the field of special education who can serve students with diverse needs.

ESE 648- Advanced Communication, Consultation, and Collaboration (3) F, Sp, Su
This course is an advanced communication and collaboration class. It will allow the candidate to examine ways in which individuals interact with educational systems, communities at large, and each other to bring about appropriate educational services for students with special educational needs. Included are fundamentals of group processes, human behavior and interaction, and motivation as well as skills and knowledge necessary for successful communication, consultation, and collaboration with others concerned about educating students with exceptional needs. Candidates will experience a particular focus on how to collaborate with educational stakeholders to include students with disabilities and who are otherwise diverse into the general education classroom. There will be a practice of collaborating with peers to provide services to students and families with disabilities at a local school.

Reading Education

REA 505 Literacy Development and Instruction in Early Reading PK-2 (3) F, Sp, Su
Explores how children construct literacy and how they begin the process of becoming successful lifelong readers and writers. Examines diverse aspects of language and sociocultural factors that influence early literacy. Emphasis on literacy in the context of the home and family.

REA 506 Literature-based Language Arts in Elementary Schools (3) F, Sp, Su
Examines an effective language arts curriculum, where literature, interdisciplinary thematic units, various media, and various opportunities for learners to develop literacy skills, play an integral part.

REA 508 Reading Instruction in Elementary Schools (3) F, Sp, Su
Looks at the reading process, at highly researched models of teaching reading, and at constructing a philosophy of teaching reading and writing. Materials and methods—including instructional technology—are also explored.

REA 523 Content Reading: Middle and High Schools (3) F, Sp, Su
Looks at how content reading strategies promote students' literacy, and address the needs of students with a diverse range of language competencies, such as gifted or talented learners, English language learners, and at-risk students who are typically disengaged. Emphasis on reading interests, motivation, and study habits of middle and high school students. Focus on cognition, comprehension and content.

REA 525 Adolescent Literature and Multicultural Connections (3) F, Sp, Su
Examines a spectrum of contemporary research and theory as are relevant to selecting and teaching adolescent literature. Focus on social and cultural influences.

REA 530 Techniques and Strategies in Reading Assessment (3) F, Sp, Su
Focuses on administration, implementation, and interpretation of assessment strategies and how they relate to specific learning/teaching events based upon scientifically based reading research.

REA 531 Reading Diagnosis (3) F, Sp, Su
Examines various authentic diagnostic assessment techniques and instruments, at administering and interpreting them, along with a coherent framework for helping students with reading problems.

REA 532 Remedial Reading (3) F, Sp, Su
Provides in-depth study of factors of reading disability, and at evaluation, design, and implementation of substantiated effective techniques, materials, and approaches for specialized instruction.

REA 534 Supervision and Administration of Reading Programs (3) F, Sp, Su
This course focuses on the history, organization and supervision of reading programs, the sociocultural, and political context of teaching reading , and the role of Reading Specialists. Major topics will include professional development, school

community relations, mentoring partnerships, student diversity, curriculum evaluation and development, and assessment.

REA 580 Practicum in Reading (3-6) F, Sp, Su
Supervised experience, where knowledge and skills in literacy instruction, diagnosis, remediation through small group and individual instruction and the selection and use of appropriate reading instructional techniques, is designed and implemented in a coherent set of activities for students with reading problems.

REA 599 Master's Thesis in Reading Education(1-6) F, Sp, Su
Engage in an in-depth study of and in writing of a final thesis on approved topic or issue related to literacy instruction or as a follow up to a literacy instruction topic or issue investigated in your field practicum; complete and submit an action research paper.

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